

## SENIOR RECREATION PROGRAM SUPERVISOR

FLSA Code: E

Job Code: 5130

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work in planning, organizing and supervising a variety of city-wide recreation and athletic programs, facilities and activities for citizens of all ages; does related work as required. Work is performed under the general supervision of the Recreation and Parks Director. Supervision is exercised over assigned department personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Planning, coordinating, implementing and supervising city-wide recreation activities, facilities and events suited to the needs of participants, such as adult and youth sports, senior citizen programs, special events or hobby classes.**

- Designs, implements and evaluates city-wide adult sports activities;
- Oversees recreation programming and facilities operations for the department;
- Supervises, trains, coaches and evaluates program supervisors;
- Conducts public relations for programs; publicizes events and special activities;
- Researches, writes and completes a variety of reports, projects, applications and publications;
- Maintains contact with various community groups and organizations;
- Prepares reports on activities, requests materials and supplies;
- Inventories and orders materials and supplies;
- Represents city in professional activities and associations as assigned;
- Assists with budget preparation;
- Receives and processes citizen inquiries and complaints;
- Acts as Director in the absence of same;
- Performs related tasks as required.

### REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in recreation, leisure services or related field and considerable experience in organized recreational programs, and some experience in a supervisory position; possession of CLP certification; thorough knowledge of the principles, rules, materials and equipment requirements of a variety of recreational activities; thorough knowledge of the philosophies and practices of recreation and leisure services programming; demonstrated ability to instruct participants, develop program standards and objectives, lead groups in games and other recreational activities, resolve disputes with firmness and impartiality and to meet and deal tactfully with the public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.